

Office of Justice Programs - Office of the Comptroller
FAQ SHEET - (Frequently Asked Questions)

1. What do I do with the award document?

Read the award document and special conditions right away. **If you accept** the terms and conditions of the award, have your designated official **sign** a copy of the award document and special conditions, and **return** them to the OJP Control Desk (See No. 7). **If you do not accept** the terms/conditions, contact the OJP program office noted in the award letter immediately. **NOTE: OJP will not disburse funds unless we have received these signed documents.**

2. Why isn't a check with the award document?

Funds are not automatically disbursed because recipients (1) must accept and meet certain conditions of the grant before funds may be paid; (2) may be subject to certain reporting requirements throughout the life of the grant; and (3) must follow Legislation and Federal grant management procedures during the life of a grant. Compliance may affect the timing or the amount of the funds made available at any time.

Checks are not sent because the U. S. Dept of Treasury has asked all Federal agencies to use electronic direct deposit for payments. Recipients of OJP awards are to submit to the Office of the Comptroller an Automated Clearing House (ACH) form, which provides routing and account information for establishment of electronic direct deposits.

3. How do I obtain payment?

Recipients request funds ("draw down") using: (1) Phone Activated Paperless Request System (**PAPRS**); (2) Letter-of-Credit Electronic Certification System (**LOCES**) and Automated Standard Application for Payments (**ASAP**). With **PAPRS**, you use a touch-tone telephone to request funds. **LOCES and ASAP** require the use of a modem, PC, and specialized software.

Upon successful completion of a draw down, funds will be electronically deposited into the account designated on the ACH form. The OC Customer Service Center (see No. 5) can assist with questions concerning payments.

4. How do I get more information on Payments?

Pin number and access information concerning assignment to the PAPRS payment system is automatically mailed to the contact person named in application within 10 days of award acceptance. For further information re: LOCES, PAPRS and ASAP, contact the OC Customer Service Center (See No. 5).

5. If I have questions about my grant, who do I contact?

Program questions: Contact the program manager identified in the award letter

Financial questions: Contact the OC Customer Service Center:
 by phone: **1-800-458-0786** by FAX : (202) 353-9279
 by email: askoc@ojp.usdoj.gov by TTY : (202) 616-3867

6. What are my reporting responsibilities?

Upon initial award: Sign and return the award document and special conditions to confirm award acceptance. Complete and return the ACH form (SF-3881) according to instructions in award package. Follow instructions in award package to notify your program manager of your compliance with applicable special conditions.

Financial reports: Financial Status Reports (known as "SF-269A" or "FSR") are required as follows (See No. 7 for address):

<u>Reporting Quarter</u>	<u>Due Not Later Than:</u>
Jan 1-Mar 31	May 15
April 1-June 30	Aug 14
July 1-Sept 30	Nov 14
Oct 1-Dec 31	Feb 14

Program reports: Progress Reports are due as follows (See No. 7 for address):

<u>Reporting Period</u>	<u>Due Not Later Than:</u>
Jan 1-June 30	July 30
July 1-Dec 31	Jan 30

Audit reports: In accordance with the OMB Circular A-133, a single audit report may be required. A special condition is included with your award which details reporting requirements for the audit reports. Please review that special condition.

7. What is the official address for OJP?

Office of Justice Programs	Fax: 202-616-5962
Attn: Control Desk	alternate Fax: 202-353-8475
810 Seventh Street, NW	
Washington, DC 20531	